



# Base Bulletin

Vandenberg AFB, CA 93437-0759



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The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items via email to [publishing.management.dci@vandenberg.af.mil](mailto:publishing.management.dci@vandenberg.af.mil) or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-606-6614 to arrive at DCI/SCSP by noon Friday, the week before you want your item to appear. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

## SECTION I — ADMINISTRATIVE DUTIES

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961.

Safety Hazard: Dial 5-SAFE (If off base, dial 605-SAFE).

## SECTION II — OFFICIAL

### 1. Team Vandenberg:

**a. 30LRS Transportation Needs Assessment:** The needs assessment survey will take place from 1 Dec 02 through 22 Dec 02. This survey will provide valuable information to assist base and local community officials identify unmet transportation needs for this area. It will also be used to develop potential and future solutions and bridge the transportation gap between Santa Maria, VAFB and Lompoc. Drop boxes can be found at the following locations: Breakers, Military Personnel Facility, Pacific Coast Club, Base Clinic, Base Exchange, Commissary and the 381<sup>st</sup> Training. Please take the time to complete this survey. POC: TSgt Pocaigue, 30LRS/LGRVO, 6-5255.

**b. Flu Injections:** 4 and 5 Dec 02, 0800-1130 and 1300-1600 the Base Immunization Clinic will offer flu injections for tenant units, dependents and retirees, and make up shots for 30th Space Wing personnel, at the Services center located at California and Washington. As a reminder shot records are required for vaccinations. Children 3 years and below require a prescription from their doctor. (30MDG/SGPMI, 6-8474)

**c. Holiday Parade and Tree Lighting Ceremony:** 5 Dec 02, 1600 at the Base Commissary. The Parade will start at the Commissary and continue through Main Base and East Housing. Following the parade, Col. Wayne Louis, 30th Space Wing Vice Commander, will light the Base Christmas tree at 1700 hours in front of Bldg. 11777. Refreshments will be served in the lobby and Santa will be available for photos with children. The Parade route is: Wyoming, left on Utah, left on Korina, right on Aspen, left on Laurel, right on Korina, left on Utah, right on Juniper, left on California, right on Mountain View, right on Mulberry, left on Timberline, right on Highway 1, left on California, left to Bldg. 11777. POC: 2Lt Ryan Cox, 2SLS/MAFD, 5-4006.

**d. Operation Kids Christmas (OKC):** 7 Dec 02, 1000-1200 at the PCC Ballroom. We are in need of approximately 400 people to assist with set-up, tear down of the ballroom, food servers, food packing and delivery and of escorts. Spanish speaking escorts are in high demand. Escorts must attend at least one escort briefing at the 381<sup>st</sup> TRG auditorium on 21, 26 and 27 Nov 02 and 5 Dec 02 (emergency only). Escorts must be active duty and wear the service dress uniform. POC is MSgt Czap at 6-6287, MSgt Lucia at 6-3663 or Cap Reidy at 6-0155. (392d TRS/CSS)

**e. 30 Space Wing Commander's Call:** Colonel Robert M. Worley II, 30th Space Wing Commander, has scheduled a Commander's Call on 12 Dec 02 at the Base Theater. Attendance is mandatory for all 30 SW members. Civilians are highly encouraged to attend. Times are: 0730, 1000 and 1400. (30SW/CCA, 6-1318)

**f. Retirement Ceremony:** The Men and Women of the 30SCS cordially invite Team Vandenberg and Tenant units to the retirement ceremony honoring CMSgt Carl McMurty's 30 years of service in the United States Air Force. The ceremony will commence on 12 Dec 02 at 1300 in the Air Education Training Command (AETC) Auditorium, Bldg. 8290. POC: 30SCS/SCB-1, SMSgt Doug Fischer, 6-3077.

**g. 30 Comptroller Office Closure:** 12 Dec 02 at 1200, this office will be closed for an official function. In case of an emergency, please call Lt Swiderski at 451-0737. (30CPTS/FMFC, 6-4630)

**h. Wing Holiday Party:** 13 Dec 02, 1730 cocktails, 1830 dinner at the PCC Ballroom. This year is going to be an "old town" or "classic" holiday celebration (a la Charles Dickens). Semi-Formal attire, family style, sit down dinner, live music, entertainment by Cabrillo High School Madrigals and Brass Band, DJ music, dancing and door prizes. Special dedication presentation/ceremony to deployed personnel. Master of ceremony will be Lt Col Kelly Wing. Ticket prices are as follows: E-1 through E-4 and GS 1 through 4, \$8 single, \$12 couple, E5 through E-7 and GS5 through GS7, \$12 single, \$20 couple, E8 through O3, and GS8 and up, \$18 single, \$30 couple. POC: Capt Salas 30MDG/CCE, 6-5560.

**i. Retirement Dinner/Ceremony:** The Men and Women of the 30SW Manpower and Organization Office would like to cordially invite Team Vandenberg AFB, and Tenant units to the retirement dinner honoring MSgt Randall Hunt's 21 years of service in the United States Air Force. The dinner will take place on 13 Dec 02 at the Texas Cattle Company (1325 North H Street, Lompoc) at 1800 hrs. POC: TSgt Murray, 30SW/MO, 5-6459 or SSgt Keen, 5-6456 to RSVP.

**j. Implementation of new ID Cards:** Schedule your appointment to get your Common Access Card (CAC) at <https://afpki.lackland.af.mil/scheduler.htm>. Appointments are available now through 13 Dec 02. All active duty military, DoD civilians, and all contractors with a ".mil" e-mail account will be required to have a CAC. Contact 2Lt Garrett, Chief, Customer Service, at 5-4850 with questions. (30MSS/DPMP, 6-2276)

**k. Add a Little Christmas Music:** Add a little music to your workplace or office function by inviting the USAF Band of the Golden West Brass Quartet on 16 or 17 Dec 02. The Brass quartet will be available on Vandenberg from 0830 through 1600 on 16 Dec 02 for duty location visits; during the evening of 16 Dec 02 for Squadron Holiday functions; and from 0830 to 1200 on 17 Dec 02. If you would like to schedule a time (generally 20 minutes per location) please contact Public Affairs at 6-3595. (30 SW/PA 6-3595)

**l. Annual New Programs Briefing Rescheduled:** 16 Dec 02, 1430 at Building 7000 Theater. This briefing will primarily focus on the more than 20 new programs at the 30th Space Wing. The briefing is classified FOUO. Please contact Mr. Paul Klock, 30 SW/XPR at 5-7210 with questions.

**m. Reception Cancelled.** The Barbara Garbiso Retirement cake and punch reception previously scheduled for 17 Dec 02 has been cancelled. POC: Lana Davenport, CES/CEOEC, 6-233.

**n. Retirement Barbeque:** The Men and Women of the 30th Civil Engineer Squadron cordially invite you to attend a retirement BBQ honoring Ms. Barbara Garbiso. Ms. Garbiso is retiring from Civil Service after nearly 32 years of Federal Service. The BBQ will be held on 20 Dec 02 at 1200 in Bldg 10721. (Corner of Washington and Nevada) Parking will be available at the rear of the building. BBQ menu: tri-tip, beans, salad, bread, soda, and cake. Cost is \$6.00 per person. Seating is limited so purchase your tickets early! Tickets may be purchased beginning 4 Dec 02 and no later than 15 Dec 02 from Service Contracts, Lana or Sony, in Bldg 11439, Room 130. If you would like to make a presentation at the BBQ, please let us know when you purchase your ticket. POC: Lana Davenport, 30CES/CEOEC, 6-2330.

**o. Team Vandenberg Holiday Billboard Contest:** Lets show our Holiday and Team Vandenberg spirit by participating in this worthwhile event. Decorate a 4'x4' palette (plywood) with your organization's name, festive spirit with a Traditional Holiday theme. The entry fee will be \$50.00. This event will be open to all Base organizations including contractors. (30MDG/SGSV, 6-2188)

**p. Team Vandenberg 4th Quarter Awards Suspense:** All Company Grade Officer, Enlisted, Civilian, and Volunteer packages are due NLT 1630 Hrs, 3 Jan 03. Hand carry packages (except Civilian Category) to Bldg 10577, Room C-104, 30 SW/JAE, addressed to 30 SW/CGO Board Facilitator, 30 SW/Enlisted Board Facilitator, and 30 SW Volunteer Board Facilitator. Deliver Civilian nomination packages to 30 MSS/DPMP, Bldg 11777, Room C-216. Rules of Engagement/Criteria can be found at the following link: [http://www.vandenberg.af.mil/awards\\_promotions/guidance/index.htm](http://www.vandenberg.af.mil/awards_promotions/guidance/index.htm). (30 MDG/CEM, 6-8736)

**q. Airman Leadership School Instructor:** Airman Leadership School is now accepting packages for an SSgt instructor position with a report date of early 03. Applications are also being accepted for the flight chief's position (MSgt slot) with a report date of Aug 03. If you are sharp, enthusiastic and want to make a difference in our enlisted corps please contact MSgt Sherrill at 6-5595, or view on ad on the Equal Plus Listing. (30MSS/DPN)

## 2. 30<sup>th</sup> Space Communications Squadron:

**a. Emission Security:** EMSEC is a base-level program requiring compliance with equipment and system installation standards as outlined in AFMAN 33-214V2, Emission Security Countermeasures Reviews. This applies only to classified computers, systems, or facilities. For information on what the VAFB EMSEC program has to offer, check out our website at the following address: <https://milnet/wiao/emsec.htm>.

**b. Revised Forms:** Effective immediately, the following forms are now available on the VEPDL, <http://vepdl.vandenberg.af.mil>. 30SW64, Time and Attendance Report, and 30SW65, Work Schedule Change. (30SCS/SCSP-DCI, 6-7892/4)

### 3. Traffic Management Office:

**a. Separating, Retiring or PCSing?** PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick up dates. Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: SSgt Papa, ext 6-0904 (30LRS/LGRT)

**b. It's Your Move:** If you are scheduled to make a Government sponsored move this message is for you. The Traffic Management Office (TMO) would like to send you information to assist you with your move. Along with the briefings, an "E" package of tips and information on your upcoming move can be emailed to your computer. POC: Maureen Burt, 6-6932/33 (30LRS/LGRT)

**c. Attention TMO Customers:** If you have recently arrived PCS and have household goods in storage awaiting quarters, schedule delivery of your personal property as soon as you have a firm address and move in date. Local agents may not be able to provide prompt delivery services if they are not provided sufficient lead-time. POC: SSgt Agcaoili, 6-0906 (30LRS/LGRT)

### 4. Civilian Personnel: (30 MSS/DPCE, 6-5847)

**a. Attention: Civilian Employees Thrift Savings Plan (TSP) Open Season:** The current open season runs through 31 Dec 02. FERS employees may elect to contribute up to 13 percent of their basic pay and CSRS employees may elect to contribute up to 8 percent of their basic pay. The new contribution amounts will be effective 1 Dec 02, 15 Dec 02, 29 Dec 02 and 12 Jan 03, dependent upon the date the employee makes their contribution election. Federal civilian employees can use the Benefits and Entitlements Service Team (BEST) automated system, 1-800-997-2378, or they also have the option of using the EBIS web <http://www.afpc.randolph.af.mil/dpc/BEST GRB/EBIS.htm>. To allocate the funds you are contributing to, access the TSP website at <http://www.tsp.gov>. This also provides rates of return, guide booklets, forms, and much more. FERS employees who are affected by the annual limit on elective deferrals should be cautious regarding the effective date of an increase in their contribution amount. Timing is extremely important to ensure these employees do not reach their annual limit prior to the end of the year. The Internal Revenue Service (IRS) has announced the annual limit on elective deferrals will increase to \$12,000 in 2003.

**b. Federal Employees Health Benefits Open Season:** The annual Federal Employees Health Benefits Program open season is open and runs through the close of business on 11 Dec 02. During open season, eligible employees may enroll in a health insurance plan for the first time, or make desired changes in current enrollments by contacting the Benefits and Entitlements Service Team at 1-800-997-2378, or the web site at <http://www.afpc.randolph.af.mil/dpc/BEST GRB/EBIS.htm>. POC: 30 MSS/DPCE, ext 6-5847)

**c. Voluntary Leave Transfer Program:** Eddie A. Barnette, 30 CES/CECS, Vandenberg AFB, Ricardo G. Santos, 21 SOPS, Onizuka AFS, Denise Christopher, 56<sup>th</sup> Medical Operations Squadron, Luke AFB, Diane Fowler, Izmir Turkey, Ethel Carter, USTRANSCOM, Scott AFB, Janet Brown, Scott AFB, Frank Rohosy, 911 SFS, Pittsburgh International Airport, Mary Shepherd, HQ AFRC/DPM, Kevin Hanson, 440 SPTG, Air Reserve Station Milwaukee, Lora M. Hudson, Kirtland AFB, Jacquelyn Schmidt, Public Affairs Office, USAF Academy, Colorado, Annie I. Easton, Andrews AFB MD, and Ms. Donna Norsworthy, Air Force Audit Agency (AFAA), Little Rock AFB, are all in need of leave donations. Civilian employees who would like to donate a portion of their annual leave must complete an Optional Form 630-A. Visit Building 11777, Room B-105 to pick-up and/or turn in your form. Or access the form at: [http://www.opm.gov/FORMS/PDF\\_FILL/opm630A.pdf](http://www.opm.gov/FORMS/PDF_FILL/opm630A.pdf)

**d. Weingarten Right:** Federal civilian employees who are members of a bargaining unit have the qualified right to union representation during investigatory interviews/meetings. This Weingarten right is mandatory when the following four (4) conditions are met:

- a. The meeting between the employee and management official(s) must be an examination;
- b. The examination must be in connection with an investigation;
- c. The employee must reasonably believe that disciplinary action may result from the meeting; and
- d. The employee must request representation.

### 5. 30<sup>th</sup> Security Forces Squadron Information:

**a. Firearms Registration:** IAW 30 SWI 31-101, Installation Security Program, Paragraph 14.3.1, all Base residents who own or possess firearms must register them with the Pass and Registration Office. To initiate the process, request an AF Form 1314, Firearms Registration. Members can obtain it from their own unit Orderly Room, or from Pass and ID. If the owner is directed or required to store the weapon in our

armory, then take the form (and weapon) to the armory. If the weapon does not need to be stored in the Armory complete the form in triplicate, and take the signed form to Bldg, 11777, Room C-111. For more information, contact your Resource Protection Monitor, or call 5-0797. (30 SFS/SFOSP)

**b. Neighborhood Watch Program:** This program is run by you and designed to help ensure a safe and secure neighborhood. If you are interested in starting this program in your area, call Resource Protection Monitor, 5-0797. (30 SFS/SFOSP)

**c. Vehicle Decal:** It is that time of the year again renew your 02 Vandenberg Air Force Base vehicle decal. Please stop by Pass and Registration today, with your current state registration, current driver license, military/civilian/contractor authorized identification, and a copy of your current insurance certificate for the vehicle. Vehicles not registered in the state of California may be required to provide proof of California emissions testing. Feel free to contact Pass and Registration at 6-1853 for additional information.

**d. Office Symbol Change:** Pass and Registration has changed its office symbol from SFAM to SFOXI. (30SFS/SFOXI, 6-1853)

#### 6. Air Force Reserve: (30 MSS/ISR)

**Palace Chase Briefing:** 10 Dec 02, 1300, Bldg. 11777, Room C-114. If you are interested in applying for this program, this briefing is required. For information, call MSgt Kartheiser (AFR Recruiter, 6-2704).

### OFFICIAL

**Robert M. Worley II**  
Colonel, USAF  
Commander

**Mary E. Meyer**  
Chief, Publishing Management

### SECTION III — UNOFFICIAL

#### General Information:

**a. Deadlines for Mailing Holiday Letters and Parcels:** The United States Post Office (USPS) has issued guidelines for mailing to ensure delivery before Xmas, please mail by:

Military Mail Addressed To	First Class mail/ letters and cards	Priority mail	Parcel airlift (PAL)	Space Available Mail***	Parcel Post
APO/FPO AE ZIP 090 - 098	DEC 11	DEC 11	DEC 4	NOV 27	NOV 6
APO/FPO AA ZIP 340	DEC 11	DEC 11	DEC 4	NOV 27	NOV 6
APO/FPO AP ZIP 962 - 966	DEC 11	DEC 11	DEC 4	NOV 27	NOV 6

**International mail is as follows:** 9 Dec 02, Africa and Central/South America, 16 Dec 02, Asia/Pacific Rim, Australia, New Zealand, Canada, Caribbean, Mexico, Europe and Middle East. (30SCS/BITC-DCI, 6-7028)

**b. Base Theater Schedule:** 6 Dec 02. Red Dragon, Rated R, showtime at 1930 with doors opening at 1910. 7 Dec 02: Brown Sugar, Rated PG-13, showtime at 1930 with doors opening at 1910. 8 Dec 02. The Transporter, Rated PG-13, showtime 1930 with doors opening at 1910. Please call Theater schedule at 734-1315 for any further information. (AAFES)

**c. 30MDG Primary Care Clinics Relocation:** 6 Dec 02 the following Clinics will relocate to the following locations: Family Practice, Internal Medicine and Pediatric Clinics from the fourth floor to the first floor adjacent to the Pharmacy. All patients being seen in these clinics are required to check in at the main Family Practice Clinic Reception Desk. The Women's Health Clinic/GYN will remain in their current location on the third floor. All mentioned clinics will be closed at 1200 on 6 Dec 02. Personnel requiring healthcare after 1200 on 6 Dec 02 and between 0800 through 1200 on 7 Dec 02 can be seen at the Flight Missile Medicine Clinic by calling 6-CARE or 6-5560. The Flight Missile Medicine Clinic is located adjacent to the Main Clinic, Building 13848. The Family Practice, Internal Medicine and Pediatric Clinics will resume normal duty hours on 9 Dec 02. POC: Capt Fowler, 30MDG/SGSB, 6-1959.

**d. Please assist the 30th Medical Group in helping you:** This is a reminder that all active duty personnel are required to present their Armed Forces Military Identification Card (2AF) to check into any of the Clinic areas within the facility. The requirement for presenting a military ID card is not unique to our facility but a



Federal Regulation that must be complied with. Additionally, the Pharmacy cannot dispense medications without presenting a valid military ID card to the proper authorities within the Clinic. (No Exceptions) POC: Patient Advocate, 6-3308. (30MDG/SGSB)

**e. Holiday Safety.** The Consumer Products Safety Commission offers the following tips to help you towards this goal: Fires: Have a chimney sweep check your fireplace and chimney before deciding to light a fire. Keep a screen in front of the fireplace while the fire is burning. Use care with "fire salts" and keep away from children. Although they produce colored flames, they contain heavy metals that, when ingested, can cause intense gastrointestinal irritation and vomiting. Do not burn papers, especially wrapping paper, in your fireplace. A flash fire can result, as papers ignite suddenly, and burn intensely. Keep children away from fireplaces. Some of the glass shields get hot enough cause serious burns. Greenery: Avoid using mistletoe and holly for decoration, as their berries are poisonous. Poinsettia, although not poisonous, cause a severe stomachache if eaten, and the sap can irritate the skin. Snow Spray: Avoid breathing in the vapors from the snow spray, since they are harmful. Angel Hair: Avoid this altogether. If you still insist on using it, keep your skin covered while working with it, since the fibers can irritate skin. Stocking Hangers: Use caution when using cast-iron or other metal-stocking hangers. A toddler can pull the stocking and cause the hanger to fall on his or her head. Holiday beverages: Quickly remove partially finished drinks that contain alcohol, since these can be deadly to children if consumed in the right amount. Holiday Stress: If you aren't stressed, there's a strong possibility "the other guy" is. When driving take the necessary precautions: Take your time, drive defensively, buckle up seatbelts, drive courteously. (30SW/SEGB, 6-8804).

**f. Titan Toastmasters:** Titan Toastmasters is a group dedicated to public speaking. Learn how to speak effectively in a no pressure, supportive environment! You can learn how to run meetings and think on your feet too. Come and be our guest. Meetings are open to everyone. We are changing our meeting time to 12 Dec 02 from 1530-1630 at the Base Library. Meetings after 12 Dec 02 will be held at the Services Center on Thursdays from 1530 to 1630. POC: Bruce Henderson, 533TRS/DOB, 6-1541, ext 3722.

**g. The Video Teleconferencing Facility (VTF):** Provides a live interactive communication tool for DOD and government contractors for Official Government business. The VTF can conference with over 800 sites including Peterson, Patrick, Los Angeles, Minot, Cape Kennedy and the Pentagon. Capabilities include sending presentations via your laptop computer, hard (paper) copy, transparencies and 3D objects. Up to 25 sites can participate simultaneously during a videoconference. For those who need security, conferences can be "classified" up to the secret level. POC: Howard Wallace, 30SCS/SCSVCV, 5-0397, or email your request to [howard.wallace@vandenbergh.af.mil](mailto:howard.wallace@vandenbergh.af.mil).

#### **Chapel: (30SW/HC, 6-5773)**

**a. Children's Christmas Program:** 8 Dec at 1730 in Chapel One. Our Vandenberg Children will be putting on the Holiday Musical, "The Not-So-Silent Night". Experience a delightful story through the eyes of children. For more information call Sharon Egan at 6-5773.

**b. Gospel Christmas Concert:** Fill yourself with the holiday spirit as the Gospel Choir brings you a joyous mix of holiday melodies. The concert will be held in Chapel Two on 14 Dec 02 at 1900. For more information call Chaplain Griffin at 6-5773.

**c. Lompoc POPS Holiday Concert:** There will be a free holiday concert performed by the Lompoc POPS on 15 Dec at Chapel One from 1230-1430. Please support our local POPS by attending this free concert. You'll be moved by their skill and beautiful music. Call the Chapel for information at 6-5773.

**d. G.I. Java:** All dorm residents are invited to come & enjoy a free cup of coffee served just the way you like it. It's open Mon-Sat, 1700-2100 located in the Delta Dayroom. Volunteers are always needed! For information call SrA Straub at 6-5773.

**e. Worship Service Times:** Chapel I, 1000, Sunday Catholic Mass, 1130, Sunday Traditional Protestant, Chapel II - 1700, Saturday Catholic Mass (with Reconciliation from 1630-1645), 0830, Sunday Praise and Worship, 1130, Sunday Gospel, 1130 Daily Mass. For more information call the Chapel at 6-5773.

#### **Family Support Center: Pre-Register for all Classes, Workshops & Seminars (30 MSS/DPF, 6-0039).**

**a. Kids on the Move:** 6 Dec 02, 1500-1600. A video, "Let's get a Move On", forms the core for discussion and activities for children ages 6-11 arriving or departing VAFB in the next 3 months. Each child will receive an individual package. Please register, 6-0801.

**b. Single Parents Support Group:** 10 Dec 02, 1130-1300 at the Community Activities Building. Bring your lunch and join us for an informal gathering and discussion group. Pre-Registration not required. POC: Linda Bastine at 6-9958.

**c. Financial Basics** 10 Dec 02, 1100-1200. Need some financial advice? Learn financial management basics such as checkbook maintenance, credit spending, choosing a financial institution, credit pitfalls, decoding financial terminology and making your paydays count! Call 6-4491 to register.

**d. How to Start Your Own Business:** 12 Dec 02, 1330-1530. This workshop is tailored to assist individuals who are interested in starting their own full-time or part-time business. Topics include general licensing requirements; business plans, applying for the VA backed (up to 85%) Small Business Administration (SBA) loans, components of a business plan, and resources available in every state. To register, call 5-0134.

**e. Bundles For Babies:** 13 Dec 02, 1400-1600. This is an Air Force Aid Society Program covering proactive informational topics such as financing for expectant parents, lifestyle changes, infant CPR, Nursing Moms Program, and Give Parents a Break Program. Bundles For Babies is for Active Duty Air Force members and/or their spouses (AF Reserve, Air National Guard, Army, Navy, and Coast Guard Personnel may attend, but are not eligible to receive a bundle). The program takes place at the Family Support Center. To sign up, please call MSgt Jamie Lopez at 6-0039. Advanced registration is required.

**f. Moms to New Moms Program:** As a new mom you may have questions or worries about your new role. Consider this mentorship program that provides you special support during this time in your life. Contact Nancy Sias at 6-5338 for details.

**g. Playtime for Tots:** This playgroup is for parents and their children ages 2 – 5. They meet Tuesday mornings at 1000 at Cocheo Park except for the third Tuesday where they go to the library for story time. This is a time for parents and their children to meet others for free play. *Well children only please.* POC: Beki at 734-2668.

### 30<sup>th</sup> Services Squadron: (30SVS/SVK, 6-0276)

**a. Pacific Coast Club:** (For information on any Cub functions, please call 734-4375 or 734-4376).

**\$ Club Card Drawing:** The drawing is every Friday between 1700 and 2000. \$50 giveaway in each lounge each week. Must be present to win.

#### Entertainment/Events:

♫ **Mug Night:** 6 Dec 02, 2100-0200, Enlisted Lounge.

♫ **DJ:** 6 Dec 02, 1800-2300, Officers' Lounge.

♫ **Football Frenzy:** 9 Dec 02, 1700-2200, both lounges. This week's game: Bears vs. Dolphins.

#### Menu:

🍽️ **Weekly Lunch Schedule:** Mondays-Build Your Own Taco Salad, Tuesdays-Mexican, Italian, or Oriental Buffet (on a rotating schedule), Wednesdays-Santa Maria BBQ Buffet, Thursdays-Chicken and Ribs Buffet, and Fridays-Seafood Buffet.

**b. Fitness Center:** (30SVS/SVMP, 6-3832)

🚴 **Jingle-Bell Fun Run:** 6 Dec 02, 1200.

🚴 **Bench Press Competition:** 10 Dec 02, 1800.

**c. Bowling Center:** (30SVS/SVK, 6-3209/734-1310)

🏏 **Lunchtime Leagues:** Weekly lunch tournaments, Mon-Fri, 1100-1400. Sign up for a 3-game series today! Prize fund each week for high scorers!

🏏 **Thunder Alley/Rock 300:** Glow and Bowl. Thursday, 1800-2100, Family Night. Friday, 2100-2400, Thunder Alley/Rock 300. Saturday, 2100-2400, Thunder Alley/Rock 300.

**d. Library:** (30 SVS/SVT, 6-6414)

📞 **Dial-A-Story:** The library's storytelling telephone service is back! Just dial up 606-4300 and listen in on some fantastic stories over the phone. Available 24/7, stories usually change out Sundays.

**e. Youth Center:** (30SVS/SVYY, 6-2152)

🥋 **Kempo Karate:** The Youth Center is offering Karate classes for youths age 4-5 yrs and their families. Classes run Tuesday & Thursday from 1730-1800 in the gymnastics building. Sign up at the Youth Center.

🎄 **Breakfast with Santa:** 14 Dec 02, 0900-1100, Youth Center. FREE to everyone! Santa Photos, Games, Arts & Crafts, and More! Request RSVP's so Santa knows how many candy canes to bring along! Contact Kim or Wendy at 606-2152 with any questions.

**f. Marshallia Ranch Golf Course:** (30SVS/SVRG, 6-6262)

🎁 **Holiday Sale:** 1-8 Dec 02. Holiday sale at the Pro Shop. 10% off items over \$10 (Excludes club sets and items already on sale)

🎁 **Demo Club Sale:** 1 Dec 02. Get a great deal on a slightly used set of clubs. (First come, first serve, no substitutions)

🎁 **Daily Specials:**

Tuesdays: Active duty and dependents green fees half price. (Offer good until twilight)

Wednesdays: Carts for 9-hole rate and range balls \$1.00 off all day.

Thursdays: Retired military and dependents carts for 9-hole rate all day. (1 cart per ID holder)

Fridays: Guest and contractor green fees \$20. (Offer good until twilight)

**g. Services Center:** (30SVS/SVYR, 6-7976)

🔪 **"Tops In Blue" Talent Search:** Submission deadline is 20 Dec 02. Must be active duty military. Contact Lynn Warner at the Services Center for a private audition, 5-8974 (Video tapes may also be submitted)

🔪 **New 2003 Discovery Dining Book:** Only \$19.95 at the Information Tickets and Travel front counter.

🔪 **Country Western Dance Lessons:** Wednesdays at 1830. Stop by the Services Center for free Country Western Dance lessons.

**h. Child Development Center:** (30SVS/SVYC, 6-1555)

🔪 **Give Parents A Break:** 13 Dec 02. Next "Break" scheduled for eligible parents. Referral is needed to be part of the program. Contact the CDC at 6-1555 with questions.

**i. Family Child Care:** (30SVS/SVYD, 6-4639)

🔪 **Child Care Providers:** The need for Child Care Providers has never been greater! Help make a difference and find out how you can become a licensed childcare provider. Contact Gwendolyn Jones at 6-4639 or 6-3255.

**Education Center:** (30MSS/DPHE, 5-5904)

**a. Embry Riddle Aeronautical University offers two Bachelor Degree Programs:** Professional Aeronautics and Management of Technical Operations. We also offer two Master Degree programs: Aeronautical Science and Business Administration. These Master program classes are taught at our off base location at 3875-F Constellation Road. Registration for Spring 2003 begin December 9<sup>th</sup>. Embry-Riddle is in the Education Complex, 144 Wyoming Ave. Bldg 14004 Room A-1. Office hours are Monday through Thursday 0900-1730 and Fridays 0900-1200. Call 6-6557/734-4076 or email [Vandenberg.Center@cts.db.erau.edu](mailto:Vandenberg.Center@cts.db.erau.edu).

**b. American Military University:** Is now offering free undergraduate tuition to spouses of active duty members that are also attending the college as an undergraduate student. The program is called Spouse Schoolmates Scholarship. For more information contact AMU at (703)-330-5398 or on the Internet at <http://www.apus.edu/amu/home/default.asp>.

**c. The Air Force Spouse Scholarship program:** Is designed to encourage Air Force spouses worldwide to pursue associate/bachelor undergraduate or graduate/postgraduate degrees. The Aerospace Education Foundation provides an annual Spouse Scholarship to spouses of Air Force Active Duty, Air National Guard or Air Force Reserves. The scholarship is for \$1,000 and applications/instructions are available at the Base Education Center, Bldg 14001. Applications will be accepted from 27 Nov 02 through 31 Jan 03. If you need more information call the Base Education Center at 5-5904 or Kathy Moran at 5-5905.

**d. Holiday Testing Schedule:** The holiday testing schedule is as follows: No Testing on the 25, 26 or 31 Dec 02. No testing on 1-2 Jan 03. Testing: 30 Dec 02, 0800 and 1300.

**e. University of Laverne Winter Registration:** Begins 9 Dec 02 and winter classes commence on 6 Jan 03. Register for a Masters in Business, and add a concentration in Leadership or Information Technology. We offer a Bachelors Degree in Business Administration or Organizational Management. If interested please contact the Base Education Center at 5-5917 or 734-1306. (30MSS/DPHE)

**Computer Training: (MCA, 6-3771)**

**a. Personal Computer Systems Training:** Call for information and dates for our new classes, **Adobe Acrobat Writer, Photoshop Elements, and Advanced Access**. Learn Introduction to Computers -- A basic classes for beginners; Word 2000; Word Advanced; Excel 2000; Excel Advanced; PowerPoint 2000; Access 2000 Beginning; Access 2000 Intermediate; Access Lab, Palm PDA Beginning, and Project 2000; Publisher 2000, Front Page 2000, Outlook, and Outlook Email Only. In addition to the existing traditional demonstration/lecture courses offered at the Computer Training Facility located within Bldg. 9360, MCA Engineers, Inc. also reserves 4 hour blocks of time specifically for those students interested in completing Computer Based Training (CBT) Courseware. This provides an alternate method for those who are unable to satisfactorily complete CBT's at their Personal Computer in their work environment. Slots are available both in the morning and afternoon time frame. Call for more information, or e-mail to: [lexi.schwartz@vandenberg.af.mil](mailto:lexi.schwartz@vandenberg.af.mil).

**b. Computer Tip:** Splitting Cells In Excel - If you have a column of text in which each cell contains eight characters and you want to create a second column in which each cell contains only the first five of these

characters, this is how you accomplish it. Suppose the column containing the eight-character cells is column A, (starting in cell A1), and you want the corresponding first-five-character entries in column B (starting in cell B1). Do this:

1. In cell B1, type "**=LEFT (A1, 5)**", (without the quotation marks).
2. Press **Enter**. The LEFT function, as entered, copies from cell A1 the first five characters from the left.
3. Reselect the cell with the LEFT function, and choose "Copy" from the Edit menu (or grab the AutoFill handle and drag...).
4. Select the remaining cells in column B that you want to copy the formula into and press **Enter** to paste.

POC Lexi Schwartz 6-3771.

**c. Available Classes:** The following classes currently have room and are available on a "first come-first serve" basis. Email us to register for classes you would like to attend.

Course Name	Date(s)	Time
Office - Customizing Toolbars	12/4	11:30-12:30
Word - Columns	12/6	11:30-12:30
Excel Advanced	12/6	08:00-11:00
PowerPoint 2000	12/9-13	13:00-16:00
Excel - Filtering, Sorting and Subtotals	12/9	11:30-12:30
Word - Forms	12/11	11:30-12:30
IAAP Managers	12/11	08:00-11:30
Internet Explorer - Tips and Tricks	12/13	11:30-12:30
Outlook Email Only	12/16	08:00-11:00
Photo - Special Effects	12/16	11:30-12:30
Access 2000 Intermediate	12/16-20	13:00-16:00
Publisher 2000	12/17-19	08:00-11:00
IAAP Managers	12/18	08:00-11:30
ADPE EC Training	12/18	09:00-11:00
Office - Drawing Toolbar	12/18	11:30-12:30
Photo - Image Correction	12/20	11:30-12:30

**Note:** Walk-ins are always welcomed!

#### American Red Cross: (ARC, 736-5110)

**Class Schedule:** Santa Maria 222 W. Carmen Lane, 928-0778. Call to reserve a spot or e-mail: [disaster@sbaco-redcross.org](mailto:disaster@sbaco-redcross.org)

Training Course	Date	Time
California Child Care MOD 1 (8 hrs) Includes adult, infant, child, CPR and Pediatric First Aid for Child Care Licensing	4 Dec 02	1700-2100
	\$45	
California Child Care MOD 1 (8 hrs) Includes adult, infant, child, CPR and Pediatric First Aid for Child Care Licensing	5 Dec 02	1700-2100
	\$45	
<b>*Note:</b> This class will be held at: 312 North H Street, 736-5110.		
California Child Care MOD 2 (7 hrs) Includes Injury Prevention, Infectious Disease Transmission, and Caring for ill children	9 & 11 Dec 02	1700-2100
	\$40	

**For Sale:** 1997 Chevy Astro Van: Loaded, cruise, power windows & locks, f&r, air conditioning, tow pkg, roof rack, running boards, 4spd auto, seats 8, new tires, overhead, TV, all belts, fluids and filters changed, excellent condition, reliable transportation, \$6995 or best offer. If interested please call 734-7198 or cell 705-6907/6904.

**For Sale:** JDL Loud 4 Channel Amplifier, 50W X 4RMS with electronic Xover and noise filter, \$100 OBO, Alphasonik A2075 2 channel Amplifier, 175W X 2RMS or 300W Bridged, Class A Circuit (most amps are class D) \$100 OBO. Both Amps must sell. Call and Leave Message 740-0806.